



Mander Portman Woodward

STUDENT BEHAVIOUR AND DISCIPLINE POLICY

Aims

- To set out clearly the rights, rules, responsibilities which contribute to good behaviour and effective learning;
- To set out for students, staff and parents the boundaries of acceptable behaviour;
- To show how good behaviour is rewarded and bad behaviour disciplined;
- To show how students are encouraged to develop responsibility for this behaviour and personal development;
- To assist all staff in the management of student behaviour.

Principles

At MPW we try to maintain a balance between formality and informality. As much as possible, we aspire to create a relaxed and friendly atmosphere. Although there are strict rules relating to academic achievement, attendance and punctuality, which are enforced rigorously, our emphasis is on the individual student. Accordingly, we do not have a universal system of sanctions that are applied to each student irrespective of their individual circumstances.

Child Protection

On occasions, disciplinary issues may be connected to child protection concerns. Child protection issues must be reported to the College's designated Child Protection Officer (Tim Naylor). See the Child Protection Policy for further details.

College Rules

Attendance

Attendance is compulsory unless your parent or guardian has called us in advance, by 8.30 am, to inform us of your absence. Notice of absence **must** be given by your **parent or guardian**. In the case of a prolonged illness, please keep us informed of your situation on a daily basis. We do expect all appointments (medical, dental, driving lessons, etc) to be made outside the times when your timetable requires you to be in college. In the case of appointments such as driving tests and university Open Days, please inform the college of your absence at the earliest opportunity. Please note that a parent or guardian will be contacted in the case of unexplained absence or delay.

Unauthorised Absence

Any absence which is not reported according to the guidelines in the previous paragraph (entitled 'Attendance') is deemed to be unauthorised. It is the policy of the college to suspend any student whose absence is unauthorised by twice the number of days of unauthorised absence. Requests for absence to go on extended or early holidays will be refused. Other requests for absence (i.e. those in exceptional circumstances) must be made in writing to the Principal at least two full weeks in advance of the proposed absence. The decision of the Principal will be final in such matters.

Punctuality

Punctuality is essential to gain maximum benefit from tutorials. If you know you are going to arrive late, please telephone the General Office. For first and second year GCSE students, registration takes place in room G13 at 8.50 am. For all other students, your subject tutors will register you for each lesson.

Homework

The amount of work you do is the greatest factor in deciding how successful you are in the external examinations. Homework, therefore, must be completed by the time specified by your subject tutor. You will be expected to undertake at least six hours of homework per week for each A level and three hours per week for each GCSE subject outside of lesson times. In addition to this, we expect all students to be involved in a programme of background and extension reading and revision. If you find that you are regularly doing much more or less than this, it is important that you see your Personal Tutor to discuss the matter. All students will be required to keep a work log in their homework diary, enabling them and their tutors to plot their progress and to help with the organisation of their studies.

College Environment

Every student is expected to respect the college environment. We operate a zero tolerance policy on vandalism and any student who wilfully damages college property will be permanently excluded. Eating and drinking is permitted only in the Student Common Room. Empty cans and food wrappings must be deposited in the bins provided.

Chewing Gum

Chewing gum is forbidden on the college premises at all times.

Smoking

Smoking is not allowed inside the college building. A level students may smoke in the designated outside area. They are requested to dispose of cigarette ends, empty packets and matches in the bins provided. Two-year GCSE students, irrespective of age, may not smoke anywhere in the college grounds or in the vicinity of the college.

Drugs

Our terms and conditions state that the college reserves the right to terminate the courses of those students whose behaviour is unsatisfactory. It goes without saying that examples of unsatisfactory behaviour include behaviour that is in breach of criminal law, whether committed on or off the college premises.

In this context, students should be aware that the college does not tolerate the possession or use of recreational or illegal drugs. Students should also be aware that staff members are obliged to report all suspected cases of possession or use of recreational or illegal drugs to the Principal, who will liaise with the local police as necessary. The college reserves the right to test students randomly if it believes it to be necessary.

Mobile Telephones

We recognise that many students will possess a mobile phone but these can prove a considerable distraction. All mobile phones must be switched off in tutorial rooms and in the Study Centre. If your phone goes off in class or in the Study Centre, it will be confiscated by a member of staff. **Phones which have been confiscated may be collected from the Principal only by the parent or guardian of the owner.**

Dress Code

Students are expected to dress in a manner which is fit for the purpose of study. This means that clothes which may be described as 'leisure wear' should not be worn in the college or on college premises. The list of inappropriate items of clothing, whilst not exhaustive, includes the following:

- Tracksuit bottoms
- Tracksuit tops
- T-shirts and sweat shirts with slogans which may be offensive
- Inappropriate head coverings, e.g., baseball caps, hoods.

Students who are inappropriately dressed will be sent home.

Conditions of use of the IT facilities

1. When you have finished using the computers you must log out. Failure to do so will result in withdrawal of access privileges and deletion of your account.
2. The facilities must not be used in any way which may be construed as malicious, indecent, threatening or insulting. This includes (but is not limited to) the sending, receiving or downloading of offensive, pornographic or otherwise indecent material.
3. The facilities must not be used in any way which is illegal under English law or the law of any other relevant country. This includes attempting to break through security controls (hacking) or to intentionally access or transmit computer viruses or similar software.
4. Computers are expensive and delicate equipment, and care must be taken when using them. Anyone found damaging the equipment will be banned from using the computers. If you find any damage, report it immediately to itsupport@birmingham.mpw.co.uk.

5. Your account is for your own use only. You must never tell anyone your password or allow anyone else to use your account. You are responsible for any misdemeanours carried out using your account, so be careful. If anyone else is found using your account with your permission, it will be withdrawn.
6. Only one student should be seated at a computer at any one time.
7. Software must not be installed or transferred between machines.
8. Changes to system configurations must not be made.
9. If you have a computer at home, you are strongly advised to install anti-virus software and update it regularly. Disks introduced to the system at MPW are scanned automatically. MPW does not provide anti-virus software for home use, but we recommend using AVG anti-virus, which can be downloaded for free from www.grisoft.com.
10. Computer rooms have the same status as other science labs and are subject to the same rules. Students are not allowed to enter the room when the tutor is not present.
11. Food and drink (including chewing gum and water) are not allowed in the computer rooms.
12. The college is not responsible for any data stored on college machines. It is your responsibility to ensure you have backup copies of any work done.

Rewards and Sanctions

Rewards

The reward for considerate and helpful behaviour is the approval and encouragement of others and the knowledge that one is making a positive contribution to community life. Positive behaviour brings its own rewards in the quality of life and relationships that students build among themselves and with the staff. Rewards for diligence in academic work include good effort and attainment grades on reports, letters to parents and end-of-year prizes.

Sanctions

Sanctions are imposed in order to protect our communal life and to demonstrate certain actions are unacceptable. Our aim is always to be clear and fair and to explain the reasons for any punishments given so that those involved can reflect on their actions and understand what is expected. The hierarchy of sanctions, with guidelines on their implementation, is outlined below.

- Informal discussion between teacher and student with remedial action
- Informal discussion/email between teacher and student's Personal tutor
- Meeting between student and their Personal Tutor
- Misconduct Form
- Code of Conduct contract
- Permanent Exclusion (Expulsion)

It should be noted that the Principal may suspend a student on a temporary basis for non-attendance or during an investigation of a formal complaint.

If a student has previously been subject to a Code of Conduct contract, which has expired, then further unacceptable behaviour may lead to a student being given a formal Final Warning [at the discretion of the Principal]

The disciplinary process is detailed in the following flowchart:

UNDERACHIEVEMENT

